ODP STAFF SUMMARY SHEET

SUBJECT:

Long-Range Mgmt Plan FY83-87

PURPOSE OF ACTION:

STAT

ACTION OFFICER (Incl. Ext.)

REFERENCES:

Att'd

RESOURCE PACKAGE & COSTS (If applicable):

THIS PAPER IS FOR YOUR:

COMPONENT/ OFFICER	INFORMATION/ COMMENT	CONCURRENCE	APPROVAL/ SIGNATURE	INITIALS	DATE
AC/PPG		∟			10/18/82
EXO	✓				10/18/82
DD	✓				10/18/82
D			✓		10/19/82
	dissem			✓	

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                o/o/ODP files

STAT

DISCUSSION:

SIGNATURE OF ACTION OFFICER   10/15/82
                                              DATE

ADD TO OFFICIAL FILE   YES____ NO____

4026 (8-79) OBSOLETE PREVIOUS EDITIONS

(36)

Explanatory Notes

Subject: Self-explanatory - include ODP number if applicable.

Purpose: What will action accomplish, e.g., "Reply to letter
from OMB," "Obtain DDA approval to spend [   ]
"Comply with periodic reporting requirements," etc.   STAT

Action Officer: Name, organization, extension.

References: List of pertinent references. Copies should be
attached in order listed.

Resource Package and Costs: Identify the Resource Package and
total costs for each fiscal year
if the action involves funds.

Routing: Who should see the action, whether for information,
comment, concurrence, or signature/approval. The
individual reviewing the action should initial and
date where indicated. Place an "x" under the appro-
priate column for each component. If concurrences
are contained on record copy of action, simply refer
to the action.

Discussion: Narrative discussion of action - what led up to
the action, why is it necessary, what do you want
done. The pertinent references should be explained
insofar as they relate to this action. If the ac-
tion itself contains all this information, simply
refer to the action.

Signature of Action Officer: Sign and date form.

Classification: Mark at the top and bottom of page, as appro-
priate.